



Learning to Use Outlook 2010 Course Outline

Section 1 - Mail Basics

- Launch Outlook 2010
- Screen Elements
- Ribbon
- Composing Messages
- Sending and Receiving Mail
- Saving Drafts
- Forwarding and Replying
- Navigation Pane
- To-Do Bar

Section 2 - Address Book, Contacts and Folders

- Global Address Book
- Adding Contacts
- Searches
- Create a Contact Group
- Attachments
- Managing Folders
- Emptying Deleted Items
- Setting Options
- Help Feature
- Exiting Mail

Section 3 - Calendar Basics

- Calendar Tab
- Calendar Views
- Calendar Options
- Navigation and Searches
- Printing Calendars
- Calendar Sharing
- Adding Appointments
- Recurring Appointments
- New Tasks

Section 4 - Working with Others

- Calendar
- Groups
- Permissions
- Invitations and Reminders
- To-Do List

Appendix - Netiquette

Appendix - Outlook Commands

Appendix - OWA Basics

- Launch Outlook Web Access
- Screen Elements
- Inbox
- New Message Window
- Attachments
- Contact Groups
- Automatic Replies
- Creating Folders
- Empty Deleted Items
- Calendar Basics
- Create Appointments
- Create Meeting Requests
- Scheduling Others
- Share Calendars
- View Shared Calendars
- OWA Mail Icons
- OWA Calendar Icons